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|---|------------------------|--|--|---|--------|
| United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET | | 1. DUTY LOCATION Atlanta, GA | | 2. POSITION NUMBER (b) (6) | |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Professional Work in the Engineering and Architecture Group, 0800 November 2008 Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 2005 Professional Work in the Physical Science Group, GS-1300 HRCD-4 December 1997 | | | | | |
| b. Title | | c. Pay Plan | d. Series | e. Grade | f. CLC |
| Official Allocation | ENVIRONMENTAL ENGINEER | GS | 0819 | 13 | |
| 4. Supervisor's Recommendation | ENVIRONMENTAL ENGINEER | GS | 819 | 13 | |
| 4. ORGANIZATIONAL TITLE OF POSITION (if any) | | | 5. NAME OF EMPLOYEE (b) (6) | | |
| 7. ORGANIZATION (Give complete organizational breakdown) | | | e. | | |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY | | | f. | | |
| b. REGION 4 | | | G | | |
| c. LAND, CHEMICAL AND REDEVELOPMENT DIVISION (LCRD) | | | h. Employing Office Location ATLANTA, GA | | |
| d. RCRA PROGRAMS AND CLEANUP BRANCH | | | i. Organization Code TGBF0000 | | |
| 8. SUPERVISORY STATUS | | | | | |
| <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. | | | | | |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | | d. Typed Name and Title of Second-Level Supervisor | | |
| (b) (6) | | | (b) (6) | | |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | |
| a. Promotion Potential X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: | | | | | |
| b. PSB Risk Designation 1 <input type="checkbox"/> Low 2 <input checked="" type="checkbox"/> Moderate 3 <input type="checkbox"/> High Security Clearance Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required | | d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent | |
| | | e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive | | f. Functional Classification Code 42 | |
| g. Bargaining Unit Code 1 - - - - 1050 | | h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing () | | i. Classifier's Signature  | |
| | | | | j. Date 04/10/19 | |
| 11. REMARKS Interdisciplinary position classifiable as an Environmental Engineer, GS-0819, Life Scientist, GS-0401 or Physical Scientist, GS-0401 | | | | | |

Senior RCRA Programs Data Engineer

Interdisciplinary
Life Scientist/Physical
Scientist/Environmental Engineer
GS-0401/1301/0819-13

POSITION SUMMARY:

- **The primary purpose of this position is:** To serve as a technical expert and consultant by providing advice and technical assistance on matters relating to the management and administration of solid and hazardous waste management programs administered by EPA, Region 4. Applies environmental engineering concepts, solid and hazardous waste management practices, and federal regulations implementing the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (RCRA) and the Hazardous and Solid Waste Amendments (HSWA), to propose and prepare agency decisions. Coordinates Regional RCRA Info and Business Forms System (BFS; fka, Annual Commitment System (ACS)) data and reporting systems requirements, analyses, and activities. Assists with monitoring and assessing the quality, consistency, and equivalency of State submittals and decisions issued by organizations administering solid and hazardous waste management programs authorized by EPA. Interprets and explains federal hazardous waste management requirements to citizens; federal, state, and elected officials; owners and operators of waste management facilities regulated by EPA; and generators and transporters of hazardous waste.
- **The organizational location of this position is: ...**

As a Senior RCRA Programs Data Engineer, you will:

Coordinate Regional RCRA Info and BFS data and reporting systems requirements, analyses, and activities.

Serve as a technical authority in RCRA programs, providing expert scientific/engineering advice and assistance to state governments on matters relating to development, execution, and monitoring of the most complex and politically sensitive environmental protection programs.

As a technical expert, provide policy and procedural guidance to state agencies and work with them to coordinate and submit data, documents, and plans to administer and enforce hazardous waste management statutes and regulations.

Provide guidance and leadership to lower-graded RCRA Programs Specialists/Scientists.

Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local, or tribal programs to ensure proper implementation.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

45%

Performs scientific and technical evaluation, correlation, synthesis, and presentation of important data for corrective actions. Coordinate Regional RCRAInfo and BFS data and reporting systems requirements, analyses, and activities. Applies state-of-the-science data, analysis, and quality assurance techniques to conduct data retrievals, preparation and analysis of monthly, quarterly, mid-year and end-of-year data reports from RCRAInfo which delineate state program grants such as numbers and types of inspections and enforcement actions, and numbers of permits called, issued and denied. Conducts data queries of the Biennial Report System and RCRAInfo for Regional and Headquarters managers and staff. Considers data from a variety of sources, and modifies and originates approaches, methods, and procedures to plan and carry out assignments. Serves as a member on various workgroups within Region 4 and EPA on the RCRAInfo system and provides scientific and engineering understanding of the technical aspects of the RCRAInfo system.

DUTY 2

15%

Design and implement regional RCRA programs and provide assistance and guidance to lower-graded RCRA Programs Specialists/Scientists. As a technical expert, provide high-level policy and procedural guidance to state agencies and work with them to coordinate and submit data, documents, and plans to administer and enforce hazardous waste management statutes and regulations. Interpret, apply, and adapt RCRA guidance, policies and regulations in order to resolve difficult or politically sensitive issues.. Review program deliverables and data and provide comments to the state agencies or contractors. Analyzes and evaluates the collected data in relationship to desired conditions and regulatory requirements. Respond to inquiries from regional staff, other regional offices, state agencies, and state and Federal officials about RCRA guidelines. Keep abreast of the latest EPA policies and programs, as well as those of other Federal agencies which may impact the RCRA Hazardous Waste Program. Participate in national workgroups to represent the Region's view on EPA policies and programs.

DUTY 3

15%

Serve as a technical authority in providing expert advice and assistance to state governments on matters relating to development, execution and monitoring of the most complex and politically sensitive environmental protection programs. Provide technical support to non-technical staff in interpreting RCRA requirements. Develop and analyze data and prepare

reports relating to the technical, scientific and programmatic responsiveness of RCRA program documents, such as state data and accomplishments reports. Develop presentations, briefing materials, documents, and visual aids and represent the Region and Agency. Use scientific or engineering knowledge to promote acceptance of EPA policy and procedures and to implement RCRA programs. Make presentations to public groups explaining the Federal programs for solid and hazardous waste controls. Intricate environmental engineering technologies and sophisticated waste disposal facilities are encountered and discussed routinely. Provide authoritative technical advice and support to state, local or tribal agencies regarding technical and/or scientific criteria and methods and implementation of solid and hazardous waste program requirements. May also perform one or more of the following: Review, assess, and provide comments and instructions to ensure technical documents are legally defensible; prepare technical evaluations and make recommendations for hazardous and solid waste regulations and interpretations; develop state, local or tribal permit issuance strategies and oversee work plan development; track the status of permits in relation to annual commitments; review and evaluate draft national guidance and policy on behalf of the regional office, and provide comments and insights which are generally accepted within the framework of national program requirements; provide expert guidance and authoritative consultation with state, local or tribal program officials, and/or plan, develop, and conduct highly specialized training.

DUTY 4

25%

Providing expert advice and assistance to state governments on matters relating to development, execution, and monitoring of complex environmental protection programs. Write statements of work to support EPA's RCRA initiatives. Evaluate the performance of contractors and ensure quality of deliverables. May also perform one or more of the following: Assist in the preparation of grant commitments by reviewing state workplans, grant applications, and post award monitoring reports, providing comments where the submittals are not adequate. Evaluate the progress of state agencies toward meeting grant commitments. Assist in the review of program revision applications and submittals and provide appropriate comments as necessary.

Performs other duties as assigned.

RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- 1) Expert professional knowledge of physical/life sciences or environmental engineering principles and concepts as well as the ability to apply scientific/engineering practices, methods, and techniques to serve as a technical authority.;
- 2) Expert knowledge of RCRA regulations and program requirements and applications;

- 3) Skill in interpreting environmental regulations and policy;
- 4) Skill in oral communication;
- 5) Skill in written communication to respond to or evaluate technical documents and program guidance and policies.

FACTOR LEVEL DESCRIPTIONS

Factor 1: Knowledge Required by the Position Level 1-8 1550 Points

Expert professional knowledge of physical/life sciences or environmental engineering principles and concepts as well as the ability to apply scientific/engineering practices, methods, and techniques to serve as a technical authority. Knowledge enables incumbent to independently design regional programs and perform technical reviews of state data and submittals. Requires advanced knowledge of the Solid Waste Disposal Act, as amended, and the implementing regulations, including standards for solid and hazardous waste management programs and familiarity with the procedures for modifying them, reporting requirements, and rulemaking processes sufficient to make decisions for recommendations significantly changing, interpreting, or expanding important agency/national policies and programs (e.g., evaluating regulatory implementation by regions, state and local agencies, and the private sector).

The position requires application of a high level of skill in interpreting, applying, and adapting guidance, policies and regulations to unique or complex situations in order to resolve difficult or politically sensitive issues. Incumbent must be versatile and innovative when applying abstract sciences, engineering concepts and regulatory standards in novel situations.

The position may require advanced knowledge of management practices and procedures concerning the solid and hazardous waste management funding programs authorized under the Solid Waste Disposal Act and related amendments. The position requires knowledge of the Region's procedures for processing grant applications and for conducting cost reviews of applicants' proposed budgets. The position may also require an in-depth understanding of the EPA's grants management requirements in order to ensure that they are consistently incorporated into the review, negotiation, and closeout phases of all assistance agreements. Knowledge is used to solve highly controversial problems that affect the program area and provide significant recommendations for improvement.

The position may require knowledge of the regulatory standards governing financial assistance awarded to State and local governments, colleges and universities, non-profit organizations, and contractors sufficient to ensure compliance with EPA's grant and contract regulations. The incumbent applies knowledge of the regulatory standards during the review of proposals, grant applications, grant/contract work plans, financial status

reports, and invoices.

Factor 2: Supervisory Controls

Level 2-4 450 Points

The supervisor sets the overall objectives and resources available. The incumbent and supervisor consult on the development of deadlines, projects, and work to be done. Incumbent is responsible for planning and carrying out assignments, resolving most conflicts, coordinating with other scientists, engineers, or subject matter specialists, interpreting policy and regulatory requirements, and carrying assignments through to completion. The incumbent keeps the supervisor informed of progress and potentially controversial matters or far-reaching implications. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

Factor 3: Guidelines

Level 3-4 450 Points

The employee utilizes a wide range of reference materials (e.g., federal statutes and regulations, guidance manuals, policy statements, agency directives, textbooks, and periodicals) to address question raised by: State officials, colleges and universities, and non-profit organizations applying for financial assistance; States applying for authorization to administer and enforce hazardous waste management programs under the provisions of the Resource Conservation and Recovery Act (RCRA), as amended; owners and operators of hazardous waste management facilities seeking interpretive guidance on complying with federal permitting and data reporting requirements; and citizens or representatives of environmental advocacy groups seeking opportunities to participate in the RCRA decision-making process. The employee applies the materials, as needed, to respond to inquiries. In some cases, such as the introduction of new solid and hazardous waste management initiatives, final guidance or program regulations may not be available. The specialist utilizes best management practices and skills in developing and recommending new or substantially modified methods, criteria or policies.

Factor 4: Complexity

Level 4-5 325 Points

Hazardous waste management authority under the Solid Waste Disposal Act, as amended, is constantly evolving as the EPA adds new wastes to the list of wastes currently managed under the federal waste management program. States administering approved hazardous waste management programs must modify their programs to regulate, at a minimum, the same universe of wastes. Variations in approach to problem-solving dependent upon the environmental and political setting, available resources, impact on human health and the environment, and involvement of State and local organizations. The specialist

exercises initiative and sound judgment in order to modify or extend precedents and practices leading to conformance with statutes and regulations.

The work requires the specialist to make many recommendations and decisions. Assignments require the employee to perform the full range of activities supporting hazardous waste management programs. These activities include: analyzing and reporting program data; planning and organizing conferences and meetings; recommending annual funding awards; negotiating work plan commitments; reviewing applications and legislation; monitoring States' performance; furnishing oral and written instructions/reports; interpreting and explaining federal standards; advising; preparing briefings and presentations; and comparing and evaluating standards.

Assignments typically contain complex features and have high public visibility. Incumbent provides consultative advice to Regional staff and managers, state officials, etc., in the form of guidelines on implementing particular portions of RCRA laws, regulations and policies. Issues and factors to be considered involve major areas of uncertainty in approach and methodology or interpretation. Assignments involve complex, difficult and/or sensitive problems of data analysis, including technical needs and administrative precedents; assignments also involve technical recommendations and decisions which are often of considerable significance to the states, the public, etc.

Factor 5: Scope and Effect

Level 5-4 225 Points

The programs authorized under the Solid Waste Disposal Act, as amended, are essential to protecting human health and the environment from the adverse effects of solid and hazardous waste releases. The purpose of the position is to provide authoritative advice and assistance to individuals in need of technical and/or administrative help during: managing and reporting on State program data inputs; analyzing and reporting on data management systems; preparation and review of applications for financial assistance; preparation and review of grant work plans; planning, organization, and implementation of advanced monitoring activities; preparation and review of draft hazardous waste management legislation; and development of program revision applications. The incumbent's advice and instructions set the stage for adherence to national hazardous waste management strategies, guidelines, and standards and impact the efficacy of work performed by State and federal officials.

The purpose of the position is to provide advice to federal and state officials, and owners/operators of regulated facilities on specific problems that arise in implementing the solid and hazardous waste management program. Involved are technical and administrative issues that must be carefully examined in order to achieve positive results toward reduction of hazardous constituents in groundwater and air through appropriate compliance and

permitting actions.

Recommendations made by incumbent have a direct effect on the quality of state programs and implementation of the overall mission of the Agency, i.e., protection of surface waters, groundwater, and the air.

Factor 6/7: Personal Contacts

Level 7-c 180 Points

Personal contacts are with agency officials, State program managers, policy-makers representing headquarters, subject-matter specialists assigned to EPA's regional office, federal officials employed with other agencies, local officials, citizens, representatives of environmental advocacy groups, owners and operators of hazardous waste management facilities, consultants, engineers, scientists, physicians, academicians, attorneys, toxicologists, chemists, and lab technicians. This level may also include impromptu contacts with Division/office directors several managerial levels removed from the incumbent.

The position provides expert and authoritative technical and regulatory guidance to state and federal officials on developing and implementing solid and hazardous waste management programs that are equivalent statutorily and administratively with the federal hazardous waste management program administered and enforced by the EPA. Also provides expert guidance and assistance to applicants for federal grants, to entrepreneurs, to contractors and vendors, and to citizens on how to prepare grant applications; how to prepare grant work plans; how to comply with grant regulations during and after the close of grant project periods; how to prepare applications for authorization to administer newly-adopted hazardous waste management standards; how to enter data into the agency's grants management and program reporting databases; and how to review State statutes and regulations against federal analogues to assess their equivalence and consistency.

Factor 8: Physical Demands

Level 8-1 5 Points

The work is sedentary in nature, but periodically, minor physical activity is required in order to manage records, to transport laptop computers, and to travel by airplane, by motor vehicle, or by mass transit systems to various meeting sites. A valid State driver's license is required.

Factor 9: Work Environment

Level 9-1 5 Points

Work is performed primarily in an office setting, but travel to symposia, conferences, college campuses, and state and federal office buildings in order to meet or to make presentations is occasionally required. Work settings are adequately lighted, heated, and ventilated.

Grade Point Range: 3155-3600=GS-13
Total Points: 3190
Position Risk Designation: Moderate

Position Designation Record

Agency EPA

Position Title INTERDISCIPLINARY SCIENTIST/ENGINEER

Series and Grade/Pay GS-0401/0819/1301-13

Band

Position Description (b) (6)

Number

Designator's Name & Title MICHELLE BROSSEAU, HR SPECIALIST

Potential for Compromise or Damage

| Duties | Degree of Potential for Compromise or Damage |
|---|---|
| Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits) | <p>One or more of the following:</p> <ul style="list-style-type: none"> • Mid-level management duties or assignments • Assists agency rule-makers or policy decision-makers for significant public trust government programs in an influential way • Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service • Significant public contact about important government programs impacting the public’s trust |
| Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, | Position is actively, operationally engaged in services related to the duties in this category (but has only |

| Duties | Degree of Potential for Compromise or Damage |
|--|---|
| transportation safety, environmental safety and hazard mitigation) | <p>moderate ability to impact the public's trust), such as:</p> <ul style="list-style-type: none"> • Performing inspections • Enforcing established standards • Providing regulatory advice and direction |
| Protection of government funds for non-national security operations | <p>One or more of the following:</p> <ul style="list-style-type: none"> • Obligates, expends, collects or controls funds or items with monetary value of less than \$2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed \$1 million • Audits or analyzes budgets or other financial records, with potential for limited impact on government programs or operations • Procures (or secures funding for) goods and/or services with monetary value less than \$2 million annually the compromise of which could cause limited impact on government programs or operations |
| Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.) | <p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> |

| Duties | Degree of Potential for Compromise or Damage |
|--|---|
| | <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust |
| Government service delivery, including customer service or public liaison duties | <p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust |

Adjustment for Program Designation and Level of Supervision

| Adjustments | Label |
|--|---|
| Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions) | Agency impact |
| Adjustment for level of supervision or other controls | Periodic, ongoing review - ability to act independently a lot of the time |

Total Points Designation

| Label | Points |
|--|---------------|
| Total Initial Position Designation Points from Step 2 | 61 |
| | 46 |

| Investigation | Form Required |
|----------------------|----------------------|
| T2 and T2S | SF 85P |

| Label | Points |
|---|--------|
| Adjusted Position Designation Points from Step 3 | |

| Sensitivity | Risk Level |
|---------------|---------------|
| Non-Sensitive | Moderate Risk |

Signature: 

Date: 04/10/19

Name: MICHELLE BROSSEAU